

# FALLS CHURCH SHERIFF'S OFFICE



## CITIZEN'S COMPLAINT FORM

300 PARK AVENUE  
FALLS CHURCH, VIRGINIA 22046

THE FALLS CHURCH SHERIFF'S OFFICE WILL INVESTIGATE ALL ALLEGATIONS OF MISCONDUCT BY ANY MEMBERS OF THE AGENCY UPON RECEIVING THIS FORM. THE PROCEDURES TO BE FOLLOWED IN RELATION TO YOUR COMPLAINT ARE:

1. THE COMPLAINT WILL BE FORWARDED AND REVIEWED BY COMMAND LEVEL STAFF;
2. A FORMAL INVESTIGATION WILL BE INITIATED AND AN OFFICIAL WILL BE ASSIGNED INVESTIGATIVE RESPONSIBILITY; AND
3. THE INVESTIGATING OFFICIAL WILL CONTACT YOU IN REFERENCE:
  - A. ANY ADDITIONAL INTERVIEWS NECESSARY;
  - B. REVIEWING ALL ALLEGATIONS; AND
  - C. REVIEWING THE FINAL DETERMINATION AND FINDING

### COMPLAINT INFORMATION

COMPLAINANT'S NAME				COMPLAINANT'S ADDRESS			
COMPLAINANT'S TELEPHONE CONTACT NUMBERS HOME		COMPLAINANT'S TELEPHONE CONTACT NUMBERS WORK		DATE OF INCIDENT	TIME OF INCIDENT	LOCATION OF INCIDENT	
NAME OF DEPUTY(S) IF KNOWN				WERE THE DEPUTY(S) IN <input type="checkbox"/> UNIFORM <input type="checkbox"/> PLAINCLOTHES		RACE OF DEPUTY	SEX OF DEPUTY
HEIGHT OF DEPUTY		WEIGHT OF DEPUTY		OTHER IDENTIFYING CHARACTERISTICS OF THE DEPUTY(S), IF ANY:			

### SUMMARY OF COMPLAINT


(CONTINUE ON OTHER SIDE)

**SUMMARY OF COMPLAINT (CONTINUED)**

COMPLAINANT'S SIGNATURE

DATE

TIME

**DEPARTMENT USE ONLY BELOW THIS LINE**

SHERIFF'S DEPARTMENT OFFICIAL RECEIVING COMPLAINT

DATE RECEIVED

DATE RECEIVED

FORWARDED TO

ASSIGNED FOR FOLLOW-UP TO

DATE ASSIGNED

FOLLOW-UP ASSIGNED BY

**DISPOSITION**

- ☐ SUSTAINED - ALLEGATION IS SUPPORTED BY SUFFICIENT EVIDENCE TO JUSTIFY A REASONABLE CONCLUSION OF GUILT
- ☐ NOT SUSTAINED - INSUFFICIENT EVIDENCE TO EITHER PROVE OR DISPROVE THE ALLEGATION

- ☐ EXONERATED - INCIDENT OCCURRED BUT WAS LAWFUL AND PROPER
- ☐ UNFOUNDED - ALLEGATION IS FALSE OR THE ACTION DID NOT INVOLVE A FALLS CHURCH SHERIFF'S DEPARTMENT EMPLOYEE

**ACTION TAKEN**

- ☐ ORAL REPRIMAND      ☐ DISMISSAL
- ☐ LETTER OF REPRIMAND      ☐ TRANSFER
- ☐ SUSPENSION      ☐ NO ACTION NECESSARY
- ☐ DEMOTION

SIGNATURE OF REVIEWING OFFICIAL

SIGNATURE OF OFFICIAL IN CHARGE OF INTERNAL AFFAIRS FUNCTION